



CIVIL CASE MANAGEMENT CONFERENCE CENTER

INSTRUCTIONS FOR ELECTRONIC CHECK-IN

By checking-in electronically, you are entering your appearance for the limited purpose of this Case Management Conference.

Do not check-in on behalf of a party you do not represent or for an attorney with whom you have no affiliation.

You must check-in separately for each case for which you are appearing.

Persons representing themselves or their business:

- First, click on the docket number of your case.
- Second, click the "Check-In" button next to your name or, if applicable, the name of your business. Repeat this step as needed.
- Finally, a message at the top of the screen will note that you have successfully checked-in.

Special Instructions for Attorneys:

- First, click on the docket number of your case.
- Second, proceed as follows.
 - o A) Counsel of Record:
 - Please check-in by clicking the "Check-In" button next to your name.
 - If any other attorneys from your firm are counsel of record, enter your Pa. Attorney ID number and click "Add" to enter yourself as substitute attorney representing the attorney of record for the purpose of this conference.
 - o B) Substitute Attorney, Contract Attorney or Counsel who has not entered their appearance:
 - Enter your Pa. Attorney ID number next to the name of the attorney or party for which you are appearing and click the "Add" button to enter yourself as a substitute attorney for the purpose of this conference.
 - Repeat the prior step for all attorneys from the firm for which you are appearing.
- Finally, please notify the receptionist if you believe a party will not appear (e.g., you are plaintiff's counsel and have not completed service on a defendant or you are defense counsel and believe a corporate entity is fictitious). The receptionist will assist you for purposes of checking-in, but these issues should be discussed in detail with the assigned Civil Case Manager.

If you need further assistance please speak with the receptionist. Thank you.